

Why FCCLA?

FCCLA HELPS STUDENTS...

- Develop career skills and learn to balance career and family responsibilities
- Strengthen home and family life
- Prepare for community living as responsible citizens
- Experience the connection between career and technical and academic skills
- Improve self-esteem
- Practice and apply creative and critical thinking
- Understand themselves and their relationships with others
- Develop a personal leadership style
- Identify concerns, make decisions, and carry out activities
- Experience the satisfaction of helping others
- Explore Family and Consumer Sciences-related careers
- Gain recognition for accomplishments
- Build supportive relationships with teachers in a less formal atmosphere
- Achieve established performance standards and competencies
- Make a personal investment in learning or take responsibility for learning

FCCLA HELPS TEACHERS...

- Incorporate school-to-career elements and applied academics into the Family and Consumer Sciences program
- Serve special populations
- Enrich classroom teaching and motivate students to learn
- Fulfill student performance standards and competencies
- Reduce preparation time as students take responsibility for learning
- Guide students toward meaningful projects that enhance the image of Family and Consumer Sciences education
- Model how to help others
- Publicize the Family and Consumer Sciences program to parents, administrators, and community
- Attract more students
- Establish rapport with students
- Develop leaders
- Connect with additional resources
- Expand professional experience and fulfillment
- Tap into a professional network and support system

FCCLA HELPS SCHOOLS...

- Motivate and improve students' attitudes toward school and learning
- Facilitate the transition from school to career
- Demonstrate how academic lessons are applied through Family and Consumer Sciences program
- Integrate life skills into Family and Consumer Sciences classes, making school and life relevant to one another
- Gain community support for programs
- Prepare employable citizens
- Support school activities
- Demonstrate classroom learning in the community
- Build support systems for students

CHAPTER IDEAS

Promotional Activities

- *Posters in school and community
- *Attend school board meetings
- *Locker signs on FHA/HERO members lockers
- *Workshops for students and community members
- *Attend civic organizations meetings
- *News releases in newspaper/television/radio
- *Messages on cable TV
- *Bulletin boards of FHA/HERO activities
- *Ask mayor to sign a proclamation declaring the second week in February as FHA/HERO week
- *Design placemats for school cafeteria and local restaurants describing what FHA/HERO is and some of your chapter's goals for the year
- *Ask a local grocery store to put the FHA/HERO logo and information on grocery bags
- *Banners to display in school with pictures of FHA Chapter
- *Decorate classroom doors to advertise FHA
- *Place FHA publications and scrapbooks in school library
- *Make FHA/HERO bookmarkers
- *Make videotape of chapter's activities—show at schoolboard/civic organizations, etc
- *Set up FHA/HERO displays in community businesses
- *Banner to fly in front of the school
- *Table tents or reminders on cafeteria/restaurant tables
- *Sponsor FHA/HERO trivia contest on local radio station—award prizes for first correct call
- *Have bumper stickers made for cars, notebooks, etc
- *Launch balloons with FHA/HERO members names, addresses, etc
- *Create newsletter and distribute to community

Community Activities

- *Provide workshops for adults
 - nutrition, parenting practices, contemporary issues
- *Open house in Family and Consumer Sciences Department
 - videos, displays, scrapbooks, bulletin boards, etc
- *Provide dinner for elderly
- *Sponsor a prom—dance and refreshments
- *Provide food baskets
- *Provide elderly sitting services
- *Provide shopping services for elderly, young mothers, etc
- *Provide gifts for elderly
- *Provide community work day
- *Deliver roses to area churches to honor past FHA/HERO members and to announce FHA/HERO Week
- *Do a city-wide FHA/HERO promotion including all junior and senior high schools in area
- *Invite parents and relatives to a Family Day Open House—show video "FHA/HERO...And You Thought You Knew Us"
- *Clean-up Campus Day
- *Prepare baked goods for community businesses that provide support for FHA/HERO chapter and Family and Consumer Sciences program
- *Provide activities for nursing home residents
- *Senior Citizens Dance—invite active senior citizens to a dance after basketball game, play various music from waltzes, polkas, etc.
- *Start a Food Shelf—collect canned goods that can be donated to a charitable organization
- *Invite parents and public to a "Star Events Night"—good way to practice Star Events prior to the competition
- *Place an ad in local newspaper saluting members of the FACS Advisory Council
- *Sponsor a "Family Health Day" offering blood pressure, blood sugar and cholesterol testing
- *Current problems workshops conducted by community resource people on alcoholism and the family, dating, eating disorders, friendships, handicaps, runaways

PR with Pizzazz!!!

St. Edward, Nebraska FCCLA Chapter

Our FCCLA Chapter has used a variety of public relations techniques to promote the Family, Career, and Community Leaders of America in our school, community, and state. Some of our PR ideas are listed below:

- Newspaper full-page ad – Before FCCLA Week, we called twenty businesses in our community and asked them to help sponsor a full-page advertisement in our local newspaper recognizing the accomplishments of our chapter members. By asking for \$10 from each sponsor, the cost of the \$200 ad was soon raised. On the ad are member's names, officers, and list of chapter activities, STAR competitors, and pictures of major accomplishments.
- Radio advertising and PSAs – One of our members, who was also a state officer, wrote and recorded two 60-second and one 30-second radio ads promoting Family and Consumer Science and FCCLA. Through the generosity of an anonymous donor in our community, we were able to buy radio-advertising time during FCCLA Week on eight radio stations across Nebraska. Since we had purchased ad time, the stations also agreed to air the same ads as PSAs at no cost. The text for the ads is on the other side of this sheet.
- Radio interview on morning show – Four of our Senior members, three of whom were on state peer officer teams and the other a state officer, were guest DJs on a morning radio show. They talked about their personal experiences in FCCLA and how the organization benefits students who are involved.
- Placemats in local restaurants – As a Power of One project, a member designed placemats to promote our FCCLA chapter. He listed all the names of our chapter members. He contacted a local restaurant and asked the owner if she would use the placemats during FCCLA Week. This was a good way to inform the community about FCCLA.
- Locker signs – A Senior member made locker signs for each chapter member who had qualified for the state STAR competition or who had earned other state recognition. He did this as a Power of One "Speaking out for FCCLA" project.
- Web site – Members from our chapter created the Nebraska State web site five years ago and have maintained it since then. This spring a competition was held to choose a new state webmaster and pass on the responsibility. You can see the state website at <http://nde4.nde.state.ne.us/FCS/fccla/fccla.html>.
- Report from nationals at School Board meeting – Each year, when we return from the national meeting, we request time on the agenda at our school board's August meeting. We create a computer slide show with pictures we have taken at nationals to inform the board members and administrators of our involvement at the national meeting.

These are the scripts for the radio advertisements we made... feel free to use them to make your own ads. We'd appreciate hearing from you if you use these ads or develop others of your own. Please e-mail us at vwhidde@esu7.org.

At a time when safety in our schools and communities is a major concern, we need all the help we can get. Many experts feel that the best way to strengthen and rebuild the social fabric of our country is to offer programs that provide our children with skills for living in today's world. Family and consumer sciences, and student organizations like FCCLA, develop leadership, occupational training, and the skills needed for life in our changing society. Support the family and consumer science program in your school...strengthening families today will lead to a brighter tomorrow. *"This message has been brought to you by the Nebraska Family, Career, and Community Leaders of America."* (30 second ad with music background)

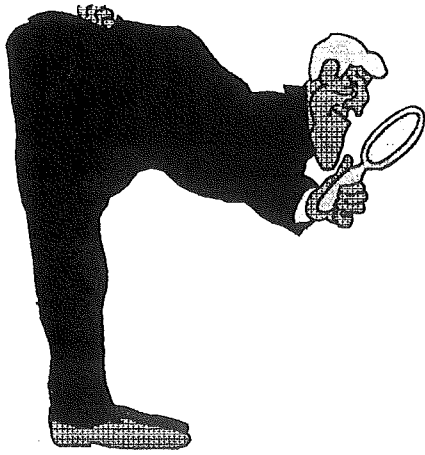
Almost everyone you ask will say there's not enough time to do everything they need or want to do. With only 24 hours in a day, we all feel the stress of too many roles and responsibilities. At times one role or another needs extra attention and our lives can get out of balance. Successful people manage to focus on their priorities while continuing to perform and grow in a variety of activities. Fortunately, there are programs that help to do this in our schools. Lessons you learn in family and consumer science classes and FCCLA chapters prepare you to be one of those successful people. The more you know about setting priorities and managing resources, the more prepared you are to find balance in your life. Support the family and consumer science program in your school...strengthening families today will lead to a brighter tomorrow. *"This message has been brought to you by the Nebraska Family, Career, and Community Leaders of America."* (60 second ad with music background)

Parenting has been called the toughest, but most important, job you'll ever have. The hours are long, the pay is zero, and it's a job you keep for a lifetime. We all know that good parenting skills are vital to raising well-adjusted children and building strong family units. It should be easy to see then, that parenting education should be something that is important for everyone who plans someday to be a parent. That is why family and consumer science education should be a strong component of every educational plan. In family and consumer science classes, students develop parenting skills that will help them to build strong families. FCCLA chapters across Nebraska focus on the family by promoting community and school activities that put "Families First". Support the family and consumer science program in your school...strengthening families today will lead to a brighter tomorrow. *"This message has been brought to you by the Nebraska Family, Career, and Community Leaders of America."* (60 second ad with music background)

SAMPLE MEDIA INTERVIEW QUESTIONS POSED TO VSO OFFICERS

1. _____, What Opportunities have you had to work with other vocational student organizations this year?
2. What are some of the goals of _____, perhaps the two that affect you the most?
3. How does _____ promote and develop leadership?
4. I understand _____ hosts approximately _____ members at the state conference each year. Just what does this state conference consist of for the members who attend?
5. For someone viewing our program who has never heard of _____, how would you explain the organization to them?
6. Explain your duties in the organization.
7. What made you decide to run for office? What was involved in the election process? How difficult was the process?
8. What have been the benefits of the organization to you personally?
9. What makes _____ special? How is it different than extra-curricular activities?





DUTIES OF REPORTER/VP OF PUBLICATIONS

- 1.) GATHER NEWS TO USE IN THE SCHOOL NEWSPAPER, LOCAL PAPER(S) AND STATE NEWSLETTER (COLORADO COMMENTS).**
- 2.) SEND OUT NEWS RELEASES WHILE THEY ARE STILL "NEWS."**
 - A. ALL NEWS RELEASES SHOULD BE RELEASED WITHIN 24 HOURS OF THE EVENT.**
 - B. PUT NEWS RELEASES OUT IN ADVANCE OF THE EVENT WHEN AT ALL POSSIBLE.**
- 3.) DEVELOP A POITIVE WORKING RELATIONSHIP WITH KEY MEDIA PERSONNEL.**
 - A. CONTACT MEDIA WITH INFORMATION PROMPTLY**
 - B. MAINTAIN A LIST OF MEDIA WILLING TO CARRY YOUR ORGANIZATION'S NATIONAL AND STATE ORGANIZATIONS.**
- 4.) PROVIDE ARTICLES OF INTEREST TO YOUR VOCATIONAL STUDENT ORGANIZATION'S STATE AND NATIONAL OFFICES.**
- 5.) WORK CLOSELY WITH THE STATE VSO PERSONNEL ON STATEWIDE PUBLICITY CAMPAIGNS, ESPECIALLY ON VOCATIONAL EDUCATION WEEK!**
- 6.) BRING OUT THE GOOD IN PEOPLE (REMEMBER WE ARE NOT 20/20)!**
- 7.) TELL THE TRUTH, THE WHOLE TRUTH; DON'T THROW IN LITTLE KICKS JUST FOR THE FUN OF IT!**
- 8.) LAST BUT NOT LEAST—HAVE FUN AND DON'T CONSIDER REPORTING A CHORE, CONSIDER IT A HOBBY!**

MEDIA EXERCISE

"If you talk with a reporter for 30 minutes and are brilliant and articulate for 29 minutes, 54 seconds but are an idiot for 6 seconds- the 6 seconds WILL be put in print or broadcast over the air"

Identify five questions that you would LOVE to be asked about your organization.



- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Now write out the answers to the five questions that you would LOVE to be asked.

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Identify five questions that you would HATE to be asked about your organization.

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Now write out the answers to the five questions that you would HATE to be asked.

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)



Public Relations

"...If the circus is coming to town and you paint a sign saying 'Circus Coming to the Fairground Saturday,' that's advertising. If you put the sign on the back of an elephant and walk it into town, that's promotion. If the elephant walks through the mayor's flower bed, that's publicity. And if you can get the mayor to laugh about it, that's public relations"

— *Readers Digest*

The difference between public relations and advertising can often be a very fine line. Instead of selling a product, you are selling a public opinion. Public relations is the "business of inducing the public to have understanding for and goodwill towards a person, firm or institution; also: the degree of understanding and goodwill achieved." *Webster's Ninth New Collegiate Dictionary*, 1991.

Achieving these goals involves relationships with different audiences, i.e.: members, teachers, local communities and your peers. You need to develop your own niche, and know who your public is. You must understand what the values are of each group, and appeal to those values.

First, you must understand your goals. They may be to:

- build credibility
- develop awareness of FHA/HERO
- change the public's perception of the organization (if it is negative)
- encourage change
- increase membership
- promote events and milestones
- support fundraising campaigns

Once you have determined the goals of your public relations campaign here are some tips that will help you stay focused and reach your destination:

- Make sure there IS a plan of attack, and know the steps you will take
- Know that everybody involved understands the goals in the same way
- Decide who you want to reach and why
- Determine a budget, no matter how small, so your plan can be crafted accordingly
- Be aware of FHA/HERO's social responsibilities so there won't be any ramifications
- Formulate a timeline outlining the objectives and tactics you plan to take
- Everyone involved needs to believe and stand behind the plan

There are several mediums you can use to get your message out - direct mail, newspaper, radio and television are the obvious ones. How about: special events, speeches, publications and presentations? Just keep in mind that public relations generally doesn't offer a quick fix. It takes time to build visibility and change perceptions. Be creative, your own minds are your limits.

What is Newsworthy?

- Something new, that no one has ever said or heard before.
- Something timely--yesterday's news is old news.
- Something that involves a public figure, a celebrity or a well-known organization.
- Something unusual or ironic.
- Something with a human interest angle.
- Something visual (for television and photography).
- Something that centers around an event or happening.
- Something that affects a large number of people.
- Something which is a variation of a theme already receiving media attention.
- Something interesting on an otherwise slow news day.
- Something that benefits a large number of readers, viewers or listeners.
- Something that is a threat or danger to the community.
- Something that pulls at people's "heart strings."

Each of these elements alone may not make your story newsworthy. But if several apply, you probably have a story worth pitching to reporters.

Your Rights as an Interviewee

As a spokesperson, you have certain rights. Agreeing to an interview does not mean waiving your right to courtesy and respect. Indeed, the vast majority of producers and reporters are professionals who appreciate your willingness to participate and will gladly agree to reasonable requests.

You have a right to:

- **Determine the scope of the interview.** What topics will be covered? Is the interviewer interested in your personal views, or will he/she stick to the subject at hand?
- **Know the show's format.** Is it taped or live? Will there be a studio audience? Will there be call-in questions from the public, and will they be screened? How long should answers be?
- **Know the length of the interview.** If the show is live, you probably will be given an approximate length; if it is taped, you have the right to know how much of your interview will be used. Knowing the length of the interview in advance helps you prepare appropriate answers to questions you anticipate.
- **Ask the producer or interviewer what specific subject areas will be covered,** understanding that you may not be given all the questions. Hosts usually discuss the issues they will touch upon ahead of time. If not, be prepared for difficult questions.
- **Pursue your objective.** When you agree to be interviewed, let the producer or reporter know of your interest in being interviewed. If you are promoting a program or particular point of view, and time is getting short, you have the right to steer the conversation so that your concerns are met.
- **Try not to take notes with you** on the set or at an interview. Reading from prepared material can ruin an otherwise good presentation--it's distracting and adds "crumple, shuffle" noise to an interview.
- **Ask to use visual materials** to enhance your presentation, but producers are not obligated to use them. Producers often welcome slides, film clips, photos, charts and videotapes because they spice up programs. Some stations in small markets are not equipped to handle such materials; others may reject them for format reasons. Most talk shows, however, like visuals, which give you an excellent vehicle to illustrate your message.
- **Monitor the reporter's "cut-away" questions** in a taped news interview. Most of these interviews are shot with one camera, so reporters tape their questions after the interview is completed. Later, the tape is edited into the interview to give the impression that two cameras were used. Sometimes, a reporter alters questions. You have the right to be present while the questions are taped, and to object should they differ from the actual interview.
- **Speak.** Don't wait for the interviewer to ask the questions that will lead to the message you wish to deliver. Take advantage of a pause in the interview to make your points. If you are interrupted before you've had a fair chance to answer the question, you have a right to complete the answer. Be polite, but firm. Use transitions to return to your message points.
- **Take control of the interview.** Don't be intimidated by a big-name journalist or a network producer. It might be their show, but it's your issue. You are the expert, and you can make the interview exciting by being assertive and enthusiastic. Use transitions.
- **Know who the other guests will be** on a talk show and their order of appearance.



Interview Skills: How to Stay in Control

The following pointers should help you through any interview situation:

- **Your messages should form the basis of the agenda that you want to get across in your interview.** Remember that you are the expert and you are in charge.
- **Listen to the question.** People speak 125-150 words per minute. The brain processes 400 wpm. What do we do with the extra time? We start formulating our answer. People often get distracted by a reporter's delivery and become more concerned with the HOW instead of the WHY. Focus on what the person is asking.
- **If you don't understand the question, ask the reporter to repeat it.** This gives you time to think.
- **If you don't know the answer, say so. But offer to get the information, and then make an appropriate transition to your message point.**
- **You can't be quoted if you don't say it.**
- **Bat down any wrong information before answering the question.** Silence gives consent. Just say, "I disagree with that." Do not repeat what you disagree with.
- **Never say "No comment."**
- **KISS.** Keep it short and simple.
- **Don't answer statements.**
- **"Yes," "no" and "I don't know" are perfectly good answers.** Then transition to your information or reemphasize your message.
- **Unless you feel extremely confident about the future, don't answer speculative questions.**
- **Personalize what you are saying, and try to be informal.** If you must use technical terms, explain them, and try to provide an analogy that the interviewer--and the audience--can relate to.
- **Multiple-part questions are the easiest to answer.** Answer those parts of the question you feel comfortable with and then move to the next question.
- **Don't volunteer more information than the question requires.**
- **If you know the reporter's name, use it but don't abuse it.**
- **You don't have to answer a reporter's hostile question. Rephrase it and move on.** Don't repeat the negative.

(over)

- If you make a mistake, stay calm, admit it and correct it promptly.
- Don't allow yourself to be interrupted.
- Never answer for another person's organization.
- Remember, you are in control of the interview.

Transitions: How to Keep an Interview Focused

In an interview, you have specific ideas you want to deliver to the audience, and you want to leave them with a particular impression of the program. Set your agenda by listing the five basic points or messages you want the audience to know.

Your interviewer, of course, has his or her own agenda for the interview, and it may or may not mesh with yours. Nothing dilutes the strength of your messages--and loses your audience --like a tangential discussion. If your interviewer begins to stray from the points you want to make, use transitions to get back on track.

Simple transitions:

- "The real issue is..."
- "Let me explain..."
- "I'm also frequently asked..."
- "Let me add..."
- "A common concern is..."
- "For example..."
- "You should also know that..."
- "Equally important..."
- "One point I believe your listeners would be interested in..."
- "You can go one step further..."

Take the lead to increase public awareness of FHA/HERO in your state!

Getting **your** name in the news brings positive publicity and enhanced image to your chapter and the entire organization. If every delegate placed just one story in a local newspaper, FHA/HERO would be publicized in newspapers across the nation!

Here's how...

- **As soon as you return home**, rewrite the sample news release adding your own personal touches.
- Follow the sample format exactly, typing your news release double-spaced on 8-1/2" x 11" plain white paper. Use **one side of the page only**. If your state or region has its own FHA/HERO letterhead, use the letterhead on the first page, keep the second page on white paper. You will find step-by-step directions for preparing your news release in *The Public Relations Manual*.
- Next, call the newspapers in your area and ask each for the name of the education editor. If there isn't one, ask for the news editor. If you have personal contacts at the newspapers, put them on your list.
- Call for an appointment and hand deliver the release, if you can. This is the time to get to know the editor and establish yourself as a contact. If you are unable to get an appointment, send each person on your list a copy of the news release with a short personal note and a good black-and-white photo, if you have one. Three or four days later, call each editor and ask if you can provide further information--or a quote! Establishing personal contact among the press **early** in the year increases the chances for consistent coverage throughout the year.
- Don't forget to include weekly as well as daily newspapers, radio stations, television stations, your school newspaper, weekly shoppers, church bulletins, employee magazines and newsletters.
- When your articles are published, get an extra copy and send it to Darbi Bossman at national headquarters. Each clipping (originals, not copies, please--should include the paper's name and date published) is displayed in the *National Publicity Book*. Claim your page in FHA/HERO history.

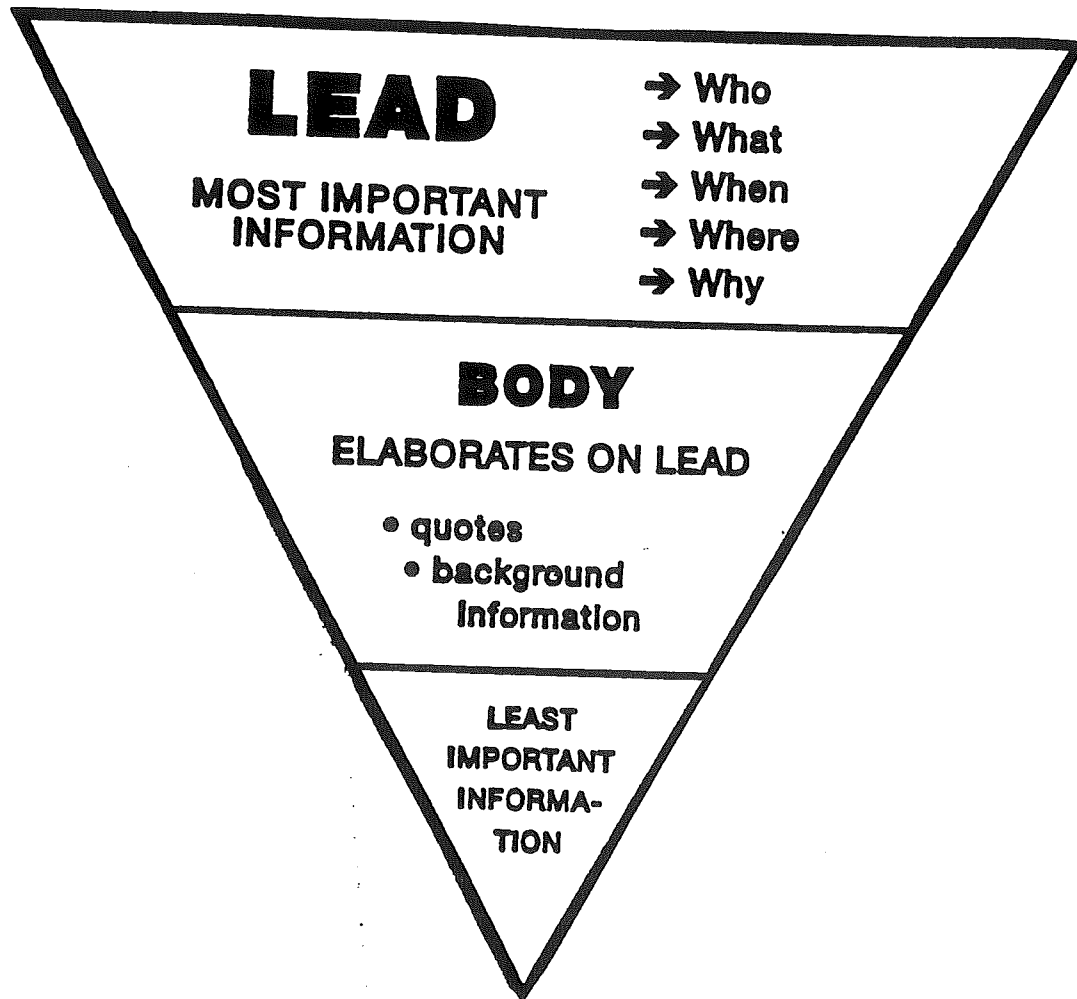
Send clippings to:

Darbi Bossman
Future Homemakers of America, Inc.
1910 Association Drive
Reston, VA 20191
(703) 476-4900

Writing a News Release

- Purpose:**
- * To issue a statement or take a stand on a news development or issue.
 - * To provide background information or to supplement late-breaking news.
 - * To announce other news, such as a special event.
- Format:**
- * Use your chapter/state letterhead (or create letterhead using the national logo and your local address).
 - * List a contact person and his or her school phone number in the upper right-hand corner of the page.
 - * Write "FOR IMMEDIATE RELEASE [date]" in the upper left-hand corner of the page.
 - * Title the release.
 - * Be brief--one to three pages, typed with wide margins (1 1/2") and double-spaced.
 - * Write in the active voice and use short sentences and paragraphs.
 - * If longer than one page, type "MORE" at the bottom of every page. Type "30" or "###" at the end of the final page.
 - * Proofread your release. It should contain no typos, misspellings, or cross-outs.
- Copy Content:**
- * Use inverted pyramid writing style (see over). State facts in descending order of importance.
 - * Include at least two of the five W's (Who, What, Where, When and Why) in the lead (first) paragraph. Summarize the climax in the lead. It should "hook" the reporter into reading the rest of your release.
 - * The second paragraph should answer the other W's.
 - * Identify your spokesperson no later than the third paragraph (if applicable).
 - * Use quotes to make a point or state an opinion. A good release usually contains two to four quotes.
 - * Include background information about your organization in the last paragraph. FHA/HERO has a closing we recommend all members use: (see over)
 - * Double-check names, dates, places, numbers and quotes for accuracy.

The Inverted Pyramid



Future Homemakers of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education. The organization has involved more than nine million youth since its founding in 1945.

FHA/HERO is unique among student organizations because its programs are planned and run by members. It is the only national in-school organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers and communities.

Future Homemakers of America, Inc.

1910
Association Dr.
Reston
Virginia
22091-1584

newsrelease

(703) 476-4900 July 1997

Contact: (your name)
(phone)

FAX
(703) 860-2713

LOCAL STUDENT TRAINED AT NATIONAL MEETING FOR ROLE AS STATE COMMUNICATOR

San Diego, Calif.--(Your name), a (year at school) at (school name), (city), (state), was one of nearly 5,000 members, advisers, alumni and guests attending Future Homemakers of America's (FHA/HERO) 1997 National Leadership held July 6-10 in San Diego, Calif.

The national meeting centered around the student-developed theme, "Destination: Excellence"--which is meant to challenge members, inspire confidence, develop leadership skills and give members the opportunity to gain "life skills." (Name) was involved in a number of leadership training sessions that included preparing for (his/her) communication responsibilities as the (your state) representative of FHA/HERO's National Connection Team.

As a member of the National Connection Team, (your name) participated in a special public relations, editorial and publication production workshop. Techniques learned at this "hands-on" session will help (your name) in (his/her) year-long role as state communicator. (His/Her) responsibilities include spreading the news about state and local project activities through newsletters, public relations efforts and publicity programs.

(In this paragraph, tell what you'll be doing during the next year, or what national meeting was like--what you learned, how you benefited. Remember, the quotes need to sound conversational. Be concise and informative.)

During the five day meeting, a number of youth concerns such as family matters and the changing roles of men and women in the home and workplace, were examined during sessions and workshops. In addition, (your name) and other FHA/HERO members expanded their skills and effectiveness in leadership, career exploration and volunteering opportunities through workshops and panel discussions. Business and community leaders, as well as student members, led those sessions.

-more-



LOCAL STUDENT TRAINED AT NATIONAL MEETING
FOR ROLE AS STATE COMMUNICATOR
Page 2

Throughout the year, FHA/HERO members tackle issues such as environmental awareness, traffic safety, substance abuse and much more. FHA/HERO programs enrich student learning; improve self-esteem; and serve students with a range of ability levels, economic situations and cultural influences.

Future Homemakers of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education. The organization has more than 240,000 members and approximately 9,000 advisers from 53 state associations including the District of Columbia, Puerto Rico and the Virgin Islands. Since its founding in 1945, Future Homemakers of America has involved more than nine million youth.

Future Homemakers of America is unique among youth organizations because its programs are planned and run by members. It is the only national in-school organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers and communities.

###



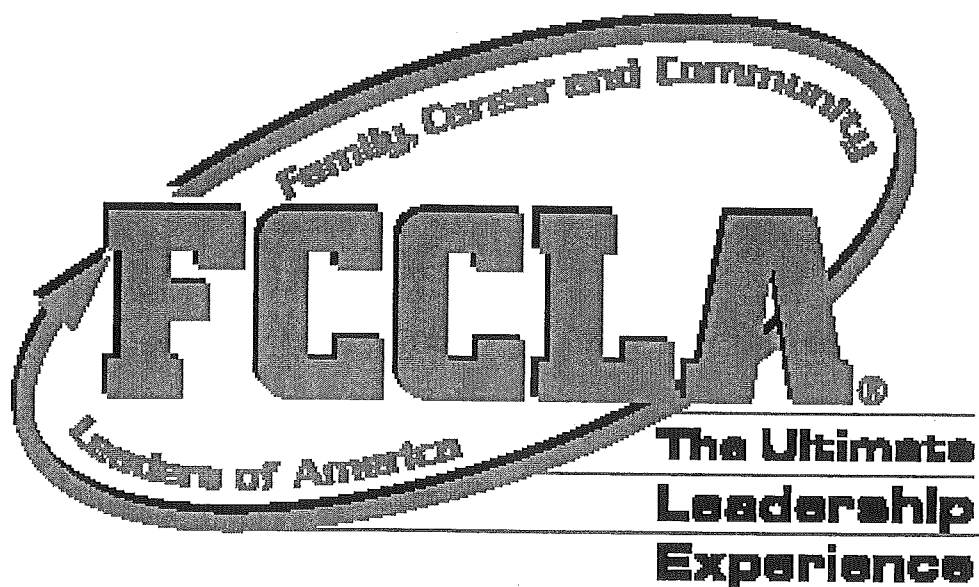
Future Homemakers of America, Inc.

newsrelease

1910
Association Dr.
Reston
Virginia
22091-1584

(703) 476-4900

FAX
(703) 860-2713



The Guide to Promoting FCCLA Brand and Promote

Other resources
are available
on the FCCLA
national website at
www.fcclainc.org.

What is FCCLA...

Family, Career and Community Leaders of America (FCCLA) is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education, or as determined by the state department of education. FCCLA has more than 220,000 members and nearly 7,000 chapters from 50 state associations and the District of Columbia, Puerto Rico, and the Virgin Islands. The organization has involved more than ten million youth since its founding in 1945.

FCCLA: The Ultimate Leadership Experience is unique among youth organizations because its programs are planned and run by members. It is the only career and technical in-school student organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities.

FCCLA History Timeline

June 1945

Future Homemakers of America was founded at a convention in Chicago, Illinois.

July 1948

The first national convention was held in Kansas City, Missouri.

1966

Future Homemakers of America's membership peaked at 607,175.

July 1973

The organization's first male national officer, Toney Bingham, from Washington, D.C., was elected.

December 1977

Rhode Island was the last of the 53 state associations (including the District of Columbia, Puerto Rico, and the Virgin Islands) to affiliate.

July 1980

The National Board of Directors approved the purchase of land on which to build a national headquarters and leadership center in Reston, Virginia.

July 1981

Monya Frazier from Florence, South Carolina, was elected the organization's first black national president.

September 28, 1981

The official ground-breaking ceremony was held at the building site in Reston, Virginia.

July 1983

The national headquarters and leadership center was dedicated during the 1983 National Leadership Meeting in Washington, D.C.

Fall 1983

A series of regional Cluster Meetings began.

Fall 1984

For the first time, one copy of *Teen Times*, the national magazine, was sent for every member.

Winter 1985

The Adviser was introduced for chapter advisers.

July 1986

Thomas Lucas from Milton, West Virginia, was elected the organization's first male national president.

January 1994

The pilot program for middle level affiliations was approved to begin in September 1995.

July 1999

Voting delegates voted in favor of the proposed name change to Family, Career and Community Leaders of America.

September 2003

"The Ultimate Leadership Experience", the tagline chosen by members, was used on all national materials.

July 2005

The first **Ultimate State Officer Academy (USA) Leadership Training, Phase I**, was held at the National Leadership Meeting in San Diego, California.

September 2005

The first all four-color *Teen Times* was sent to all nationally affiliated members.

February 2010

Celebrating 65 years of leadership.

To view a more comprehensive list of FCCLA's history, see the *FCCLA...The Handbook to Ultimate Leadership*.

What is FCCLA...

Mission Statement

To promote personal growth and leadership development through Family and Consumer Sciences education.

Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge, and career preparation.

Purposes

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote Family and Consumer Sciences education and related occupations.

Creed

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.

For we are the builders of homes,

Homes for America's future,

Homes where living will be the expression of everything that is good and fair,

Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

Colors

Red and white

The FCCLA Official Uniform

- Red blazer—may be single or double-breasted
- Black skirts and slacks are to be worn with the official blazer

Tagline

The Ultimate Leadership Experience

Motto

Toward New Horizons

Flower

Rose



FCCLA Programs

Don't know what to say? Use these key messages when you are talking about each FCCLA national program and resource to your classmates, family, community, and the media.



Dynamic Leadership Dynamic Leadership helps young people learn about leadership; recognize the lifelong benefits of leadership skills; practice leadership skills through FCCLA involvement; and become strong leaders for families, careers, and communities. *Dynamic Leadership interacts with other national programs.*



Career Connection A national program that guides young people to link their options and skills for success in careers, families, and communities.



Leaders at Work A unit within Career Connection that motivates students to prepare for career success and recognizes FCCLA members who create projects to strengthen leadership skills on the job.



Community Service A national program that guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.



FACTS—Families Acting for Community Traffic Safety A national peer education program through which young people strive to save lives through sober driving, seat belt use, and safe driving habits.



Families First A national peer education program through which young people gain a better understanding of how families work and learn skills to become strong family members.



Japanese Exchange FCCLA members are selected for scholarship opportunities to travel to Japan for four to six weeks and live with a Japanese host family. The opportunity to experience the day-to-day life of another country and its people enhances students' awareness of international issues.



Financial Fitness A national peer education program that involves youth teaching other young people how to make, save, and spend money wisely.



Power of One A national program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



STOP the Violence—Students Taking On Prevention A national peer education program that empowers youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.



Student Body A national peer education program that helps young people learn to eat right, be fit, and make healthy choices.

Competitive Events



STAR Events—Students Taking Action with Recognition

National competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

Competitions

Foundational Events

Applied Technology
Career Investigation
Entrepreneurship
Focus on Children
Illustrated Talk
Interpersonal Communications
Job Interview
Life Event Planning
Parliamentary Procedure
Promote and Publicize
FCCLA
Recycle and Redesign

Leadership Events

Chapter Service Project Display
Chapter Service Project Manual
Chapter Showcase Display
Chapter Showcase Manual
National Programs in Action

Career Preparation

Culinary Arts
Early Childhood
Fashion Construction
Hospitality
Interior Design
Teach and Train

FCCLA Resources

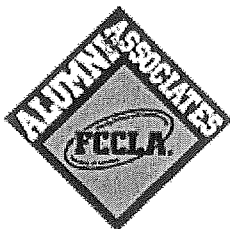


Membership Campaign

Recruit members, get them involved, and recognize their accomplishments with Be Part of It!

National Cluster Meeting

National Cluster Meetings provide an opportunity for students and advisers to come together to expand leadership skills, explore pathways, and discover new ways to put FCCLA's national programs into action.

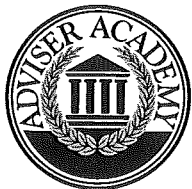


Alumni & Associates

Demonstrate your support for FCCLA and give back to the organization that builds leaders for families, careers, and communities. Visit www.fcclaalumni.org.

National Leadership Conference

Gather together with more than 5,000 students and advisers to elect the new National Executive Council, participate in competitive events, attend dynamic general sessions, and explore ways to enhance your leadership skills in your families, careers, and communities.



Adviser Academy

FCCLA is proud to continue the successful Adviser Academy, a five track program for FCCLA national recognition. The Adviser Academy is comprised of four professional development tracks held during FCCLA national meetings and one track completed with state advisers. Advisers selected to the Academy are encouraged to commit to attendance at each track. Advisers will receive a certificate of completion for the Adviser Academy.

Ultimate State Officer Academy

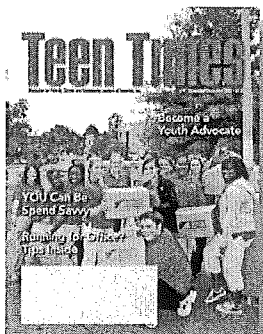
Unite with FCCLA officers from across the nation to strengthen your leadership skills, participate in team building activities, and network with other officers through this powerful leadership development and certification program!



Check the FCCLA national website, www.fcclainc.org, for more information on programs and other national activities.

FCCLA Resources

PUBLICATIONS



Teen Times

Stay informed with the official magazine of national FCCLA, *Teen Times*. Connect to project ideas, programs, and chapters across the country. See your adviser for your personal copy.

The Adviser

The Adviser is a resource for up-to-date information on Family and Consumer Sciences education, FCCLA chapter management, professional development, and colleague accomplishments.

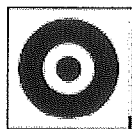


Online Communication

FCCLA has added four new ways for advisers to connect, promote their program, and access important information. The Chapter Adviser Listserv, E-Adviser, Adviser Blog, and Online Lesson Plans and Activities can be accessed on the FCCLA website.

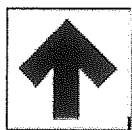
FCCLA Planning Process Overview

Use this overview to guide your FCCLA Planning Process Worksheet. You can find a worksheet to fill in on the Be Part of It! membership CD or on the FCCLA website.



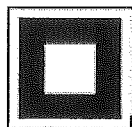
Identify Concerns

- Brainstorm concerns
- Evaluate listed concerns
- Narrow to one workable idea or concern



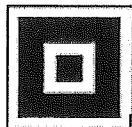
Set Your Goal

- Get a clear mental picture of what you want to accomplish
- Write it down
- Evaluate it



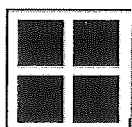
Form a Plan

- Plan how to achieve goal
- Decide who, what, where, when, why, and how



Act

- Carry out project



Follow Up

- Evaluate project
- Thank people involved
- Recognize participants

FCCLA Logo Dos and Don'ts

FCCLA Emblem

The FCCLA emblem shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The swooping arch embodies an active organization that moves toward new arenas. The color of the emblem is one of the organizational colors—red (PMS 185).

It is a national policy that the organization's name and emblem may be used only in connection with programs and projects directly related to the Mission and Purposes of FCCLA. The name and emblem of FCCLA may not be used on commercially developed or member-developed products for sale to the public except as authorized by FCCLA national headquarters.

Colors

Official colors contribute to the organization's national unity and provide national identity. The FCCLA colors are—red (PMS 185) and white.

Red suggests strength, courage, and determination, personal qualities leading to happiness through a positive self-image. White symbolizes sincerity of purpose and integrity of action, qualities that will help individuals build a better tomorrow.

USING THE EMBLEM

Rules and Regulations

When the emblem is reproduced, it should be an exact replica of the official emblem.

Do not alter the emblem's wording, design, or proportions.

The emblem should appear in red (PMS 185) or black (not other colors).

The following guidelines are recommended when wearing the official emblem.

- Wear the emblem over the heart or on a jacket pocket.
- Avoid wearing the emblem in combination with other school organizations emblems or seals or in combination with the school's name.

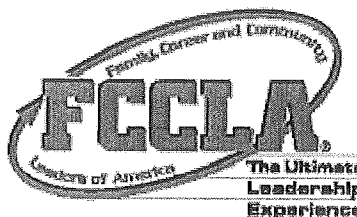
Placement of Chapter Name

See below for the **CORRECT** placement of your chapter name with the FCCLA logo.

With No Tagline



Chapter Name



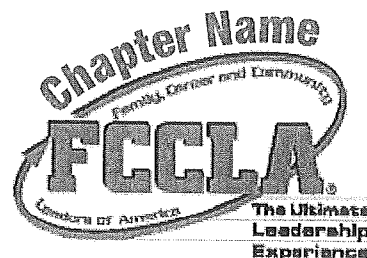
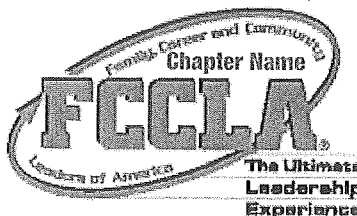
With Tagline

Chapter Name

See below for the **INCORRECT** placement of your chapter name with the FCCLA logo.



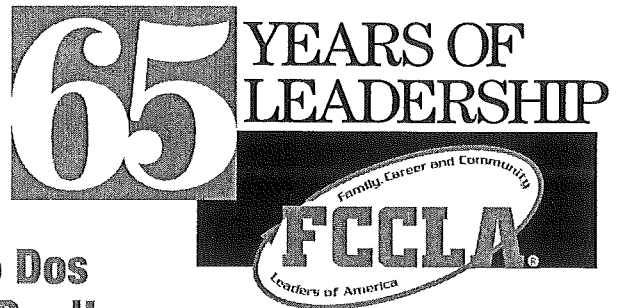
Chapter Name



FCCLA 65 Years of Leadership Usage Guide

The purpose of this document is to provide a set of guidelines for using the 65 Years of Leadership logo of Family, Career and Community Leaders of America (FCCLA). These guidelines attempt to address logo usage, when appropriate, and provide FCCLA national staff, Board of Directors, state staff, local chapter advisers, and members with a clear, easy-to-understand, easy to implement framework for developing consistent FCCLA communications as we celebrate a monumental anniversary.

The FCCLA 65 Years of Leadership logo plays a very important role in promoting the campaign for celebrating



ABOUT THE LOGO

Colors

Color is a key element in identity. No matter what you are designing or printing make every effort to ensure that the colors you print match the following colors as closely as possible:

Red (PMS 185) and Black

Size and Placement of Logo

The FCCLA 65 Years of Leadership logo does not have a standard size—size can change depending upon use. The logo must always appear large enough to be readable.

Use with Other Logos

On occasion it may be necessary to use the FCCLA 65 Years of Leadership logo with other organization logos. Often in those situations, the multiple logos must appear smaller than they might typically on the organization's own materials. In such a scenario, it is critical to not shrink the logo to the point where it is unreadable. In addition, the FCCLA 65 Years of Leadership logo should be a minimum of .5" from the other logos.

Logo Dos and Don'ts

Do:

- Use it on all FCCLA publications intended for an external audience, including membership materials, fact sheets, announcements, meeting programs, press releases, stationary, business cards, etc.
- Place on websites of the national office as well as State Association websites
- Include in advertising, on emblematic materials, and banners
- Refer to the FCCLA Logo and Tagline Usage Guide
- Contact FCCLA with any questions

Don't:

- Use with FCCLA logo or tagline logo, since the logo is incorporated in the design
- Use it as a theme for the chapter and state activities and meetings
- Distort the logo or change the color scheme

Publication Guidelines

Teen Times

In order to expand *Teen Times* to the website, we need your stories!

Timeline:

Issue	Article/Photo Deadline
September/October	July 1
November/December	October 1
January/February	December 1
March/April	February 1



Photo Guidelines

Journalists appreciate receiving photos or artwork specific to the topic of your release. Double-check the photos are 5x7 inches or larger, with a complete caption taped on the back of each photo. High-resolution digital files are preferred, provided the image has a resolution of 300 dpi or higher in jpeg format. Each photo must indicate credit (who took the photo), and caption.

Before Taking the Photograph:

- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true, bright colors of the subjects. Avoid shadows and do not take photographs inside a garage or warehouse. When using a flash, avoid reflections on glass or mirrors.
- **Show detail.** Let the subject fill the entire frame. If the person(s) clothing/belongings contain activity/event/program names and/or sponsors, include them in the photo.
- **Avoid clutter.** Remove anything in the background that distracts from the item being accessed. A plain colored fabric backdrop can be used to accomplish this when taking a photo of a lineup. However, do not use all white because the contrast will be too great.
- **No offensive or derogatory information.**

After taking the photograph, it is important to balance the contrast and brightness, rotate the photo to the correct position, and crop unnecessary background items.

Copyright

As publisher, FCCLA protects its rights and those of its authors from copyright infringement. An author who requests permission to republish his or her submission generally receives it, with the understanding that the author will cite FCCLA as the original publisher.

Each author is responsible for the accuracy of references, quotations, tables, and photo releases and should inform FCCLA if the article has been published elsewhere.



The Adviser

Share lesson plans and other ideas with fellow FCCLA advisers.

Timeline:

Issue	Article/Photo Deadline
Fall	July 1
Spring	January 1

Check out the FCCLA website to submit your stories and pictures today.

National Program

Lesson Plans and Activities

Submit your favorite lesson plans and/or activities, so that FCCLA can build its national program offerings by including your information on the website for other advisers to integrate into their classrooms.

Timeline:

Year round.

QUESTIONS

Please contact: Communications Coordinator
1910 Association Drive, Reston, VA 20191-1537
703-476-4900

FCCLA Editorial Style Guide

Visit the News & Media section of the FCCLA website to access the full version of the *FCCLA Style Manual*.

“A” or “an” preceding an abbreviation.

When an abbreviation follows an indefinite article, the choice of “a” or “an” is determined by the way the abbreviation would be read aloud.

Acronyms read as words (except when used adjectively) are rarely preceded by a, an, or the (“member nations of NATO”). When each letter of an acronym is read, often they are preceded by an article (“member nations of the EU”).

Note that we do not follow this rule at FCCLA. Even though each letter is read, we say “chapter members of FCCLA” not “chapter members of the FCCLA.”

an FCCLA chapter
an HMO
a UFO
a PDA
a CTSO webcast
a FACS class

FCCLA Terminology

FCCLA programs, scholarships, and awards. All program names should be in roman font, not italicized.

Financial Fitness

Financial Fitness program

STOP the Violence—Students Taking On Prevention

STOP program

Raye Virginia Allen State President’s Scholarship

Families First High School Award

Families First Middle School recipient

Families First Runner-Up winner

FCCLA meetings and activities. Capitalize full, official names of meetings and activities. Lower case derivations or associated titles.

National Board of Directors Meeting
board meeting
National Leadership Conference
National conference

When referring to a group’s meeting, omit the apostrophe. This is because it is a meeting of a group, not a meeting belonging to a group. There is clearly no possessive meaning.

State Presidents Training
Newcomers Seminar

Proper style of FCCLA commonly-used terms.

Many words or phrases are acceptable in more than one spelling or format in the English language. For consistency, FCCLA chapters and members at all levels must adhere to the following formats of commonly-used terms:

adviser (FCCLA spells this word with an “er” not “or” at the end)

postsecondary (there is no space or dash between “post” and “secondary”)

co-curricular (FCCLA activities are co-curricular, not extra- or intra-curricular)

website (there is no space between “web” and “site”)

Media

Why Media is Important

Contacting a media person with a public service announcement (PSA), media release, or an idea for a radio talk show or magazine feature can be intimidating. But remember: you are doing the media a service by alerting them to important activities that are happening in the community. As long as you treat them with respect, they will appreciate your ideas and your input.

If you want the media to know your chapter, you must first know the media! Pay attention to radio, television, and newspaper reports. Ask yourself why they're covering what they do and make special note of stories related to FCCLA programs. Look for instances where someone from your chapter could have easily been a resource. If a reporter does a story even remotely related to the issues you cover, send the person a nice note praising the story. Attach a brochure, fact sheet, or one of the program information sheets about FCCLA, available on the FCCLA national website, for future use.

The media can position your chapter as a vital community resource. But don't limit your media outreach to planned events. Be proactive. Get to know reporters and producers who are interested in your chapter activities, and suggest stories to them throughout the year. This helps you elevate the importance of volunteer action! As you develop relationships with media members, make sure they realize that you can be a valuable resource on many community concerns. The more recognizable FCCLA and your chapter names are, the more likely media representatives are to respond to your story ideas.

Types of Media

Understanding each type of media and its target audience is a crucial first step to putting your media plan in motion.

Newspapers

Newspapers provide ongoing, up-to-date coverage of national and local stories. Placing your story in a newspaper is a great way to reach decision makers in your community, such as potential sponsors, elected officials, and industry experts. There are typically two types of newspapers in your community—daily and weekly. Before you pitch a story to a newspaper, know how often it is published and who it reaches.

Magazines

Magazines, like newspapers, focus on stories with detailed fact-driven information and often report on a particular angle of the story that will be most interesting to their audience. Unlike newspapers, magazines require a much longer lead time for their stories.

Wire Services

Wire services are the nerve center of the media. Most media outlets in the United States are members of one of the major news services (Associated Press (AP) and United Press International (UPI)). An up-to-date listing of state-by-state AP bureaus can be found at www.ap.org/pages/contact/contact.html.

Television

Television is regarded as the media vehicle with the furthest reach, but it is important to choose a TV outlet or program based on its audience and then tailor your message to fit its scope of coverage.

National network news stations (i.e. ABC, CBS, NBC, etc.) and cable news stations (i.e. CNN, MSNBC, etc.) often only focus on national stories. On the other hand, local affiliates spend a large amount of time focusing on local news.

Successful TV pitches require a visual element to the story. Hosting an event and inviting reporters to witness your Community Service activity are both good ways to provide a visual for TV cameras.

Radio

Determining your area stations' format and audience is an important step to including radio outreach in your media strategy. You should target stations that include talk radio and news segments. These stations are the prime radio stations to cover in-depth aspects of your program or to interview one of your spokespeople on the air.

Internet

The internet—especially news-oriented websites—are becoming a heavily relied upon source for easily accessed, reliable, and up-to-date information. Websites are targeted toward a specific audience, so be sure to take the time to

Media

understand where your audience is gathering information online before you begin your pitch.

It is a good idea to make your communication available on your website in a designated “media” section. This section should include media releases, background information, fact sheets, event listings, and contact information.

If you intend to secure a story with the traditional news outlet as well as the online version, you will need to pitch the story to both outlets.

When tracking online media coverage, you should check the website on the same day of your event.

Newsletters

Newsletters are an excellent way to reach a targeted audience. Your program newsletter can help you with membership development and can introduce everyone to your Community Service program.

Media Plan

When being interviewed for a story always relay the information in a conversational way. It can be intimidating to be interviewed for a story. Just take a deep breath and refer to your talking points when answering questions. Show enthusiasm, emotion, and confidence in what you are talking about. If the story is about FCCLA raising money for a cause stay away from, “FCCLA is proud to report we raised \$2,000 at our annual ...” and make the answers personable instead with, “We are so excited to make a difference for the American Cancer Society. Hard work pays off and next year we will raise even more!”

Now that you understand your media, you must be aware of what makes your story newsworthy.

Here is a checklist of newsworthy characteristics that will help you decide how your story rates on the news scale:

- **New Information:** Is it something the public doesn’t already know? Example: member award winners, new programs, and what your chapter is doing to solve a problem.
- **Timeliness:** Does it relate to something that is happening now, or will be happening soon? If you pay close attention to national news stories, you can

connect your story with a national cause/event. Know your media deadlines so that you can get them the information they need, when they need it.

- **Significance and Scope:** Does it affect the lives of large numbers of local residents?
- **Human Interest:** Is it a compelling story—one that will hold people’s interest? Will the story relate to people on an emotional level?
- **Uniqueness:** Is there a unique angle on the story—something that makes it special and unexpected?
- **Relevance:** Does the story relate to an important issue facing the community and its residents?

Of course, every story doesn’t have to meet every one of these qualifications, but the more you can tailor your story to accepted standards of what is news, the better your chances of getting it in the media.

Be sure to use the best route of delivery for your information. Now that you have your ideas and you’re ready to share them with the media, you have to determine how best to go about it.

Why you should have good relations with the media

As a member of an educational organization, you know how important it is to be visible in your community. You want people to be aware of all the great things your chapter is doing and, more importantly, you want people to understand how they can get involved.

The media’s power to make people act, feel, or think is undiminished by the growing number of sources that supply information to the public. Organizations that master the art of working with the media reap the benefits daily.

Even with scandals, tragedies, and celebrities dominating the news, it is still certainly possible for your story to make headlines. To accomplish this, you must regularly feed your local media contacts good story ideas.

Appearing in your local daily paper, on the evening news, or on a talk radio program can help cultivate new volunteers, publicize a fundraiser, promote your chapter’s community events, or get people talking about important issues—at no cost! Best of all, working with the media can be extremely fun and rewarding.

Media

Before contacting the media, make sure you understand what your chapter can offer them. To begin, ask yourself these questions:

- How does my chapter help people?
- What problems does my chapter help solve?
- What is interesting about my chapter, FCCLA, and FACS?
- What topics related to FCCLA might interest the media and the public?
- Who are our spokespersons that are available to the media?

One of the first steps to successful media coverage is knowing the right person to contact at the newspaper, radio, television, or magazine office. Make a quick-reference media directory, complete with contact phone and fax numbers, mailing addresses, and email addresses, learn who covers news related to your chapter's activities.

Also identify:

- how they like to receive news (mail, fax, phone, email)
- deadlines
- best time to call
- lead times for events or media conferences
- types of news in which they're interested
- types of stories for which they may call you.

Once you have provided the media with information about your chapter, the media is likely to contact you for more specific details. Being immediately responsive to their inquiries is vital to the relationship. Appoint someone in your chapter as the primary contact for media calls. Prepare a script with talking points of important issues to cover and rehearse the conversation with the spokesperson to make sure the discussion flows smoothly. Also appoint at least one back-up in case the primary person isn't available. All media inquiries need to go through the appointed contact person so that information can be mainstreamed and monitored.

After your story is published and you have established a connection with a media contact, make sure to keep the lines of communication open and friendly.

- Always remember to thank your media contacts when they run a story on your chapter or quote you in an article. Send a formal acknowledgement of the media outlet's help, such as a thank you note or card.
- When you make presentations in the community or school, and in conversations with elected officials and others be sure to mention what the media outlet is doing to help your chapter.
- For future story topics, initiate informal meetings (such as breakfasts or lunches) with media contacts to discuss your ideas and story angles. Reporters are overworked and underpaid. A little friendliness can work wonders.
- Keeping in contact with the media does not mean you should send them information every time you have a chapter meeting. Flooding the media with releases on non-news events will hinder your chapter's credibility. Try to ensure that when you contact the media it is about something that is truly newsworthy.

Good media relations can yield many benefits. Strong alliances with the media can:

- get your message out to the public
- educate the public about FCCLA and Family and Consumer Sciences (FACS) education, or related courses as determined by the state department of education
- show the public the positive things your FCCLA chapter is doing
- retain members by making them proud to belong to a well-respected organization
- showcase your members.

Media—PSAs

PSAs: Public Service Announcements

FCCLA has created a series of six written PSAs and two video PSAs. These PSAs have been distributed to help FCCLA gain name recognition across the country. They are great beginning-of-the-year promotional pieces or a good way to introduce FCCLA to the local media. Any time your chapter sponsors an event related to a PSA, FCCLA encourages you to submit the related PSA.

The following are available written PSAs:

- Community Service
- General FCCLA
- FACTS
- Families First
- STOP the Violence
- Student Body

The following are available video PSAs:

- General FCCLA
- STOP the Violence

Larger stations have public service or community affairs directors whose job is to act as a liaison with community groups and to coordinate the station's efforts to draw attention to important local issues. At small stations, the station manager or the news or advertising director usually handles this responsibility. The best approach to getting your PSA on air is to find out who schedules PSAs and to speak directly to that person.

Here are a few things you should mention:

- The name of your FCCLA chapter. Be sure to specify that you represent a nonprofit educational youth organization.
- The purpose of your campaign. You should be able to say in one sentence exactly what your campaign is about—your issue, your goal, and your message.
- The length and number of PSAs you have available. For radio stations, indicate that you have scripts, not prerecorded PSAs.
- Since the PSAs are from national FCCLA, make sure to note whether space is available for a “tag” that identifies local contacts on the issue.

Sample Public Service Announcement

Contact: [Your Contact Person]
[FCCLA Chapter]
[Contact Phone Number]
[Contact Email Address]

Subject: [Announcement/Event/Program]

Starting Date: [For an event/happening, date should be at least 7 days prior to actual date]

Ending Date: [Insert event date]

Length of Announcement: [Insert number of seconds]

THE [Chapter] FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA IS MAKING A DIFFERENCE
IN YOUR COMMUNITY.

IN [City], [Chapter] FCCLA IS [description of project/program in one concise sentence]. **JOIN FCCLA TODAY!**

FOR MORE INFORMATION, CONTACT [insert contact person and phone number] or visit our national website, www.fcclainc.org, for specific details and exciting updates about our organization.

Media Advisory

A Media Advisory is used to let the media know about a future news story. This should be faxed, emailed, or hand delivered approximately two days in advance of the event. Create a catchy headline that will be quickly noticed by the media. Be specific when answering the basic questions about your event.

Sample Media Advisory



Media Advisory

For Immediate Release

[Month and Year]

[Chapter Name] FCCLA Chapter

[School Name]

[School Address]

[Phone #]

Contact: [Name]

[Phone Number(s)]

[Name] PR Officer

[Name], FCCLA Adviser

[Email]

LOCAL FCCLA CHAPTER PLANS WORKSHOP ON ENVIRONMENTAL PROTECTION

WHO: The [School Chapter Name] of Family, Career and Community Leaders of America (FCCLA)

WHAT: Workshop on protecting the environment, "One Person Really Can Make a Difference."

WHERE: [School Name]
[School Address]

WHEN: [Day], [Date], [Time]

WHY: This workshop is the first event in a six-month chapter project on environmental protection.

OTHER: Panelists will include: Environmental Specialist [Name] from [Company];
[Title] [Name] [Company] members of the [School Name] FCCLA chapter.

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education, or related courses as determined by the state department of education. FCCLA has more than 220,000 members and nearly 7,000 chapters from 50 state associations and the District of Columbia, Puerto Rico, and the Virgin Islands. The organization has involved more than ten million youth since its founding in 1945.

After you send the media advisory, contact the reporters by phone to determine their interest in attending or covering the event. Sometimes the personal touch can make a difference in generating media interest!

Media Releases

Tips on Writing a Media Release

Reporters and editors are flooded with media releases daily because they are the most common way to get news to them.

Tips to remember for writing an effective media release:

- Type on letterhead with the date of issue citing "For Immediate Release" or "For Release [Date]" in the upper left-hand corner.
- Include the name and phone number of the chapter adviser or chapter media spokesperson in the upper right-hand corner. To make it easier for reporters to contact them, include the home as well as the school phone number. You may also include a mobile telephone number and email contact address.
- Remember the Who, What, When, Where, Why, and How.
- Use a dateline to begin the first paragraph (i.e. Jefferson, Va.).
- A good headline will grab a reporter's attention. Write the release like a news story, complete with a headline, compelling lead (introductory sentence), and quotes (if appropriate).
- Structure the information in the body in order of importance, so the editor can cut where needed without losing the most important facts. Focus on the lead paragraph, which is the most important element of the release.
- Use the closing paragraph to provide information about FCCLA. This will be helpful to the reporter in writing the story and give credibility to your chapter and organization. The closing paragraph should be consistent on all releases.

Media Release Dos and Don'ts

DO:

- Address your release to the news editor or the news desk. Send it one or two weeks in advance, then phone the news desk a few days before.
- Make sure that all information is accurate—get personal information approved by the person you are writing about.
- Include photos if available.
- Make sure that you are not labeling or misrepresenting any company or individual.
- Send a copy of the program/relevant handouts/flyers/info sheet with the release to help the journalist understand what your event is all about.
- Keep your stories slanted toward local interest. That is why your media is there to report, because their audience is local.
- Watch for opportunities to tie your chapter's news with widespread, national news. "News pegging" is not hard for FCCLA chapters, since the issues chapters tackle have national significance, such as family and community violence prevention, teen pregnancy, substance abuse, child safety, teen suicide prevention, nutrition, and money management.

DON'T:

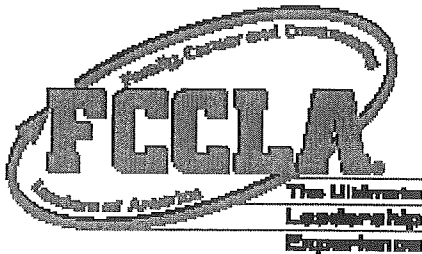
- Exaggerate. Instead, stick to the facts.
- Write more than 650 words.
- Use jargon, clichés, slang, trendy phrases, sports terms, or colloquial terms. Go for originality and freshness. Editors love clever writing and an interesting angle.
- Add a list of names, such as: "Members present were..." That's not news. Instead, list members' names along with their accomplishments, i.e., STAR Events winners, National Cluster Meeting participants, etc.
- Be surprised if a journalist is unable to attend your event.

Media

Tips on Writing a Media Release Cont'd.

- Include “###” at the bottom center, which indicates the end of the media release. If it does go longer than one page, write “—more—” at the bottom of the first page.
- Proofread! Double-check names, dates, places, numbers, quotes, spelling, and grammar for accuracy.
- If possible, include an action-shot photo of FCCLA members taking part at the event.
- Make sure your media release is not an advertisement. To stand out like a pro, your media release has to contain news that includes more than one of the newsworthy characteristics (listed on page 10). It should be written as a story, not a flyer.
- Think like a producer. They are going to want to tell the story in a different way than their peers at other news outlets.
- When a reporter is at your event, map out a few details that they wouldn't get in a media release.

Sample Media Release



Chapter Name
Address, City, State, Zip
Phone, Cell, Fax

For Immediate Release

[Date]
[FCCLA Adviser]
[State Name] FCCLA

Contact:
[Name]
[Phone Number]
[Email Address]

(STATE) MAKES A DIFFERENCE DURING NATIONAL FCCLA WEEK

(CITY, STATE) members of the (STATE) association of Family, Career and Community Leaders of America (FCCLA) will join more than 220,000 members in celebrating National FCCLA Week February 7-13, 2009. This year's theme is "Grasp Greatness." During National FCCLA Week, members plan and carry out activities to address teen and societal concerns and show how Family and Consumer Sciences education can help them achieve the ultimate leadership experience.

(TELL IN A PARAGRAPH OTHER ACTIVITIES YOUR STATE HAS COMPLETED AND WHAT YOU PLAN FOR THE REMAINDER OF THE YEAR)

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education. FCCLA has more than 220,000 members and nearly 7,000 chapters from 50 state associations and the District of Columbia, Puerto Rico, and the Virgin Islands. The organization has involved more than ten million youth since its founding in 1945.

Family, Career and Community Leaders of America is unique among youth organizations because its programs are planned and run by student members. It is the only Career and Technical Student Organization with the family as its central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities.

FCCLA: The Ultimate Leadership Experience

###

Include a photo of chapter representative(s) participating at the event.

Media—Elected Officials

Elected Officials

Elected officials are individuals who have gone through a public election process, and who are selected by a majority of registered voters, for a specific term. Agency officials include heads of local, state, and federal agencies or administrative units of government. They also serve for a specific term, but are selected for their position by an elected official to implement policies and assist in running the government.

Below are examples of elected officials at the local, state, and national level:

Local

- Mayor
- City/County Council
- School Board Members
- Police Chief/Sheriff

State

- Governor
- State Representatives
- State Senators
- State Board of Education

National

- United States Representatives
- United States Senators

Engaging Elected and Agency Officials in Your FCCLA Project

Before you contact officials, decide how you would like them to be involved in your event. The more specific your request, the more likely the official is to accept. Providing several options for the official increases the likelihood of his or her support.

In addition to participating in or attending your event, remember that officials have considerable influence and communications channels at their disposal that they can use to spread the word about your event.

Here are some things you can ask officials to do:

- Volunteer at your event, leading youth by example.
- Address volunteers at a kick-off rally, recognition ceremony, or closing celebration.
- Proclaim the second full week in February to be National FCCLA Week in your state or city (see the FCCLA national website for a sample proclamation).
- Ask youth to assess your community's needs that can be addressed through youth service, and offer a suggestion to your city council, session of state legislature, etc.
- Hold a recognition ceremony at City Hall or the State Capitol for participants of National FCCLA Week or an FCCLA event that your chapter organized.
- Distribute a media release or Public Service Announcement highlighting your FCCLA event.

Contacting U.S. Senators and Representatives

To identify and contact U.S. Senators and Representatives, go to www.senate.gov, or www.house.gov, respectively. The mail to Congressional offices in Washington, D.C. is often delayed. Our recommendation is to email or fax a letter to your representative or senator's office. If you prefer to send a letter, send it to the nearest district office within your state.

You'll want to be courteous, to the point, and if possible, keep the letter to one page (even if you're sending it by email or fax). A few days after you send your invitation, follow up with the office to confirm they have received your correspondence and find out if there are any questions. You may want to encourage the office to let you know whether or not the representative or senator can attend by a certain date so you can include their participation in your future media releases. Be sure to explain that he/she is welcome at the event if their schedule changes at the last minute.

This information is easily adapted and can be used in your invitations to other elected officials from your state including the governor, mayor, city council members, and state legislators.

When addressing correspondence, the following model is appropriate:

The Honorable (Full Name)

Address, City, State, Zip Code +4

Dear Senator (or Representative) (Last Name):

Tips to remember when contacting elected and agency officials:

- Invite them early! Most officials have very busy schedules.
- Include your name and address, including city, state, and zip code.
- State your purpose for writing in the first paragraph.
- Describe your project including the date(s) and times, specific location, the number of youth and adults invited, and how it serves the community.
- Be as specific as possible about how you would like to have their participation. Provide them with a variety of ways to get involved.
- Make sure you follow-up with their staff to receive a confirmation of their acceptance or a decline. If their staff tells you that the official is too busy to attend your event, ask their staff to attend and be prepared to let them know about other ways that he/she can show their support of your efforts.
- Mention officials or media who have already agreed to attend your chapter event.
- Make sure you thank them for their consideration.

Recognition for your Efforts

The **National Chapter Public Relations Award** recognizes chapters who have excelled in planning and implementing an exemplary public relations campaign to increase public awareness of Family, Career and Community Leaders of America and Family and Consumer Sciences education. Applications should be submitted directly to FCCLA national headquarters, postmarked March 1. Applications will be evaluated by a panel of judges. The winning chapter will receive an award of \$500, which will be presented at the National Leadership Conference.

The **National Outstanding Media Award** honors a media outlet whose responsibilities are not related to Family, Career and Community Leaders of America, that has covered significant FCCLA activities and is giving continued service through media coverage to the local, state, and/or national organization.

Visit the FCCLA national website, www.fcclainc.org, under Awards/Scholarships for applications for both awards.

